

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

June 30, 2007 - September 30, 2007

Today's Date

County

Contract Organization Name

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

For information call 1-800-535-4006
or 307-777-6494

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	2/1/2007	
2	Supervise SPF staff/staff evaluation (note dates and any notes)	Monthly			monthly staff meetings - manager reports
3	Name, title, and phone number of the staff's supervisor				Jay Otto, Manager, (307) 578-2657
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		100%	2/1/2007	part of initial hiring process
5	Staff training and paid travel		100%		
	(list all training paid under the contract, dates, traveler name, amount)				PF Grant Strategic Plan: June 26 -27 Jay Otto & Helena DeFina; Social Norms Training: July 12 -14, Helena De Fina, Jay Otto; EUDL: Aug 1 -5 Lee Blackmore; PF TA Training: Sept 10 -11, Helena De Fina, Jay Otto; NPN: Sept 17 -19, Helena De Fina & Cynthia Garhart = \$7656
6	Notify the Division of any board of directors/staffing changes				n/a
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC	7-Sep	100%	Oct-07	
9	Other				

B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%	3/4 - 6/ 2007	
2	Needs Assessment Instrument Received	Feb or March 2007	100%	3/4 - 6/ 2007	
3	Data Collection		100%	May-07	
4	Data Analysis		100%	May-07	
5	Priorities Identified		100%	May-07	
6	Needs Assessment Sent to SAD	1-Jun-07	100%	Jun-07	
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	100%	Jun-07	
	Revise Needs Assess/Submit Final		100%	Jun-07	
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities				regular meetings, data collection, strategic planning
2	Community Advisory Council Meetings List dates & number of people who attended				June 7, Aug 16, Sept 13 = 5 -10 members present
	See below for membership report				
3	Budget and Funding Approved by CAC (attach minutes)				activities & strategies discussed; CAC does not have legal authority to formally approve WPH budgets

4	Community Resource Assessment note date and attach report				see page 69 of Needs Assessment Workbook
5	Present Findings/Process to Community (Optional) local SAPST and/or CADCA Training for SAC/Community		100%	2004	n/a completed prior to grant
7	Briefly describe how the community was involved in the SPF process during this reporting period				discuss strategic planning; their involvement in prevention efforts
8	Other CAC/Infrastructure				n/a

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07		June	
	Receive Strategic Planning Materials from SAD			June	
	Research Evidence Based Strategies			June	
	Match Strategies to Data/Needs			July	
	Write Strategic Plan			July	
	Submit Strategic Plan to SAD			Sept	
	Receive SAD Comments/Revise/Final Plan	31-Aug-07		Sept	
	Other				

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E	Implementation (only with SAD approval)				n/a

**F Deliverables and Assurances
Reports**

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%	15-May-07	
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%	15-May-07	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			n/a computer problems - SAMSHA extends date
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07	100%	31-Jul-07	
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07	100%	15-Oct-07	
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07	100%	15-Oct-07	
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	20-Mar-07	
8	Provide any other evaluation information				
9	Submit any requested data			30-Apr	select data
10	Obtain Chapter 16 Prevention Certification		100%		completed prior to grant
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)		100%		

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				none. Project staffed an operational.
2	Restricted activities (report any approval requested and received for these) fairs/brochures/educational materials media				none.
3	Please note any significant changes from the budget submitted in the application.				none.
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?		100%	Aug	completing strategic plan - will be shared through newspaper ads
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				none
6	Please briefly list any significant changes or information related to this grant				none

